

USING THIS AS A CHECKLIST: MINISTER OF BUREAUCRACY

Instructional Review Element	Indicator	Value	Comments
I. Classroom Culture & Environment	Classroom Environment	<input type="checkbox"/> Neat/Free from Clutter <input type="checkbox"/> Exemplary Work Displayed <input type="checkbox"/> Descriptive Feedback <input type="checkbox"/> Content Posters <input type="checkbox"/> Anchor Charts <input type="checkbox"/> Classroom Libraries <input type="checkbox"/> Leveled/Genre/Content <input type="checkbox"/> Class Arrangement Conducive to learning <input type="checkbox"/> Materials Accessible for Students	ENVIRONMENTAL CONTROL
	Board Configuration	<input type="checkbox"/> Date <input type="checkbox"/> Benchmark <input type="checkbox"/> Agenda <input type="checkbox"/> Homework <input type="checkbox"/> Objective <input type="checkbox"/> Essential Question Posted	BOARD MONITOR
	Classroom Management	<input type="checkbox"/> Posted Plan <input type="checkbox"/> Communicated <input type="checkbox"/> Bell to Bell instruction <input type="checkbox"/> Modeled <input type="checkbox"/> Maintained <input type="checkbox"/> Transitions <input type="checkbox"/> Routines Evident <input type="checkbox"/> Scheduled Followed	MANAGER OF STANDARDS + OBJECTIVES MS. COHEN
	Student Engagement	<input type="checkbox"/> Tasks aligned w/Standard <input type="checkbox"/> Think-Pair-Share <input type="checkbox"/> Data Analysis <input type="checkbox"/> Develop/Design Hypothesis <input type="checkbox"/> Accountable Talk <input type="checkbox"/> Explain/Prove	PORTFOLIOS MS. COHEN
II. Instructional Delivery	Effective Instructional Delivery	<input type="checkbox"/> Gradual Release <input type="checkbox"/> 5-E Model (Science) <input type="checkbox"/> Checks for Understanding <input type="checkbox"/> Sets a Purpose for Learning <input type="checkbox"/> Variety of Content Materials <input type="checkbox"/> Manipulatives <input type="checkbox"/> Use of Technology <input type="checkbox"/> Appropriate Materials Utilized	MS. COHEN TECH MANAGER
	Planning	<input type="checkbox"/> Pacing Guides Align <input type="checkbox"/> Plans Available/Accessible <input type="checkbox"/> Item Spec Examples	MS. COHEN
	Higher Order Questioning	<input type="checkbox"/> Higher Level Questioning <input type="checkbox"/> Wait Time <input type="checkbox"/> Scaffold, Prompt/Probe <input type="checkbox"/> Use Variety of Ways to Communicate Answers	MS. COHEN
	Rigorous Tasks & Assessments	<input type="checkbox"/> Inquiry methods used <input type="checkbox"/> Think-Alouds/Mental Pictures <input type="checkbox"/> Rubrics/Expectations for assignments Evident	MS. COHEN
III. Content Area Literacy	Differentiated Instruction	<input type="checkbox"/> Student data analyzed <input type="checkbox"/> Rotational Instruction <input type="checkbox"/> Centers/Stations Used to Extend Learning DI: <input type="checkbox"/> Content <input type="checkbox"/> Process <input type="checkbox"/> Product	VISUAL DOCUMENT. DESIGNER ENVIRO CONTROL
	Word Walls	<input type="checkbox"/> Explicit Teaching to Vocab <input type="checkbox"/> Predicting <input type="checkbox"/> Questioning text <input type="checkbox"/> Clarifying <input type="checkbox"/> Summarizing <input type="checkbox"/> Content Area Reading Materials <input type="checkbox"/> Concept Mapping <input type="checkbox"/> Graphic Organizers <input type="checkbox"/> Non-Fiction Reading Materials <input type="checkbox"/> Science Journals <input type="checkbox"/> Lab Reports <input type="checkbox"/> Word Problems <input type="checkbox"/> Short & Extended Response <input type="checkbox"/> Writing Across Curriculum (including prewriting, revising, editing, publishing) <input type="checkbox"/> Note-Taking Strategies	MS. COHEN NOTE MANAGER + DOCUMENTARIANS
IV. FCIM & MTSSS (Rti & PBS)	Plan:	<input type="checkbox"/> Student Data Available w/Anecdotal Notes	MS. COHEN
	Do:	<input type="checkbox"/> Teaching Aligns w/Pacing Charts & Standards <input type="checkbox"/> Evidence of School-based Monitoring Plan being followed	MS. COHEN
	Check:	Portfolios/Folders include: <input type="checkbox"/> Assessments <input type="checkbox"/> Variety of Assessments <input type="checkbox"/> Reports <input type="checkbox"/> Essays <input type="checkbox"/> Projects	MS. COHEN (+ STUDENT PORTFOLIOS)